



JUN 27 2006

ITA Accounting Memorandum 2006 – 12 (Revised)

MEMORANDUM FOR: International Trade Administration  
FROM: Leslie Hyland, Director of Accounting and Financial Systems  
SUBJECT: Lockbox Addresses

Citibank, our new lockbox contractor, has advised us that there is change in the delivery address for items sent by overnight delivery service, such as FedEx, UPS, etc. Effective immediately, the **lockbox delivery address** is:

ITA – Box 6395  
1615 Brett Road  
New Castle, DE 19720-2425

The **lock box mailing address** continues to be:

ITA  
Post Office Box 11750  
Philadelphia, PA 19101-0750

We would appreciate your assistance in distributing this Accounting Memorandum within your Program Area.

Cleared: Jim Donahue  
Jim Donahue, Acting Chief Financial Officer

